

Severe Disabilities Services Fund (SDSF)

**Missouri Department of Elementary & Secondary Education
Special Education
Funds Management**

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PREFACE

This manual was written to provide assistance in the calculation of service costs associated with students for whom public school districts may seek reimbursement from the Severe Disabilities Services Fund (SDSF). Students whose service costs may be charged to the SDSF must meet certain eligibility requirements, including:

QUALIFY FOR THE SDSF

1. For qualifying new students not previously determined to be eligible for the Missouri State Schools for the Severely Handicapped (SSSH) see **Appendix A** or,
2. The student was previously served in a State School takeover project, or
3. The student was declared eligible for the SSSH during the 1996-97 school year
4. or thereafter but served in the local school district (LEA).
 - Attend an LEA electing to serve the student

TECHNICAL ASSISTANCE IS AVAILABLE FROM:

Division of Special Education – Funds Management Section

Linda Sneller: 573/522-1076

Shelley Witherbee, Supervisor: 573/522-2523

II. PROCEDURES FOR QUALIFYING A CHILD FOR SDSF

This section describes the process for Missouri school districts to access the SDSF. The purpose of the SDSF is to retroactively reimburse LEA's excess costs associated with educating students who are prior approved for participation. The qualifying criteria for participation in the SDSF are generally described by the American Association on Mental Retardation for students with severe or profound retardation. **Note: This is not the only criterion used to make an eligibility determination for a student for services by SSSH.**

The following process should be followed when the LEA believes there is a student meeting the qualifications for the SDSF. The LEA should prepare the application form and necessary documentation for submission to SSSH. All information for this process is included in **Appendix A** and **Appendix B** of this document. **Applications must be submitted to the Division of Special Education, Funds Management Section by June 1.**

- A. Students must be determined eligible for the SDSF before any related excess costs may be reimbursed. Excess costs that were incurred by a school district prior to the year of determination of qualification for the SDSF will not be reimbursed. The Division of Special Education shall make all determinations of qualification for the SDSF and its decisions are final.
- B. Students meeting the following conditions will be considered qualified for the SDSF without further determination by the SSSH:
 - a. Students determined eligible for education services provided by the SSSH (this is a separate application process) during the 1996-97 school year or thereafter but not referred for services,
 - b. Students served by the SSSH and who transitioned back to their local district. Districts must provide documentation of student's eligibility status for the SSSH To the Division of Special Education, Funds Management Section.
- C. For students not automatically qualified through other provisions herein (including students served by SSSH prior to the 1996-97 school year), a district may seek a determination for qualification for the SDSF by concurrently submitting the following to the Supervisor of Administrative Services for the SSSH:

Division of Special Education-Funds Management
Department of Elementary and Secondary Education
Attn: SDSF Administrator
P.O. Box 480
Jefferson City, Missouri 65102-0480
Telephone 573/751-0622

- a. Completed "Application Form Severe Disabilities Services Fund".
 - b. Current diagnostic summary that is a complete summary including all 7 areas of functioning (including evaluation plan).
 - c. Current IEP (including program modifications and/or supports needed).
- Completed applications for qualification for the SDSF MUST be postmarked no later than June 1 to qualify a student for reimbursement from the SDSF for the**

school year just ending. Incomplete applications will not be considered filed for purposes of meeting submission timelines and will be returned to the submitting district with a notation of the information omitted. Districts are encouraged to submit applications seeking a review of qualification for students at the time they identify those who they think may qualify. Doing so will prevent possible delays in determinations.

The SSSH Supervisor for Administrative Services will notify the district in writing within 60 days of the receipt by SSSH of a completed application regarding the determination of qualification for the SDSF. This letter will be copied to the Director for Special Education Funds Management Section. If a student is determined to not qualify for the SDSF, the reasons for the determination will be included in a letter from the SSSH Supervisor of Administrative Services to the district. All application materials submitted to SSSH for qualification will be destroyed after 45 calendar days from the date determination of qualification is established as shown on correspondence to the district. SSSH will not maintain records other than a database of pertinent facts for analysis, documentation, etc. The district will be responsible for maintaining the original, complete pupil file for audit purposes.

- D. Continued qualification for reimbursement of excess costs through the SDSF will be monitored in conjunction with the student's reevaluation cycle.

If a school district disagrees with a determination decision, it may appeal to the Coordinator, Special Education Programs within 30 calendar days from the date of the postmark of the decision by SSSH. The Coordinator or designee will review all documents associated with the determination and make a decision within 60 calendar days of the postmark of the appeal request. If the district disagrees with the appeal decision of the Coordinator, it may submit an appeal within 30 calendar days of the postmark of the prior appeal decision to a review of Assistant Commissioner of Special Education. The decision of the Assistant Commissioner will be rendered within 60 calendar days of the appeal of the Coordinator's decision and that decision will be final.

Ms. Deborah Parsons, Coordinator of Special Education Programs Missouri Department of Elementary and Secondary Education P.O. Box 480 Jefferson City, Missouri 65102-0480 Telephone 573/751-2965
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III. COST CALCULATION

The annual per-pupil cost for educating a qualified student with a severe disability needs to be determined by the serving LEA. Documentation must be provided in the form of a worksheet or narrative when the cost of educating a student qualifying for the SDSF is greater than the cost associated with other students. These programs may be monitored by DESE to obtain on-site verification of such costs. Allowable costs may include:

- Related and Other Specialized Ancillary Services
- Professional Development
- Specialized Materials and Equipment
- Capital Facility Renovation

IV. SEVERE DISABILITIES SERVICES FUND APPLICATION AND INSTRUCTIONS

See application for instructions.

V. ASSURANCES, RECORDS AND BILLING SUBMISSION

1. SIGNATURE NEEDED

The superintendent of the serving LEA or a designee must sign the application for the Severe Disabilities Services Fund. In doing so, he/she agrees that the information provided is accurate and supporting documentation is on file at the LEA.

2. RECORDS ON FILE FOR POSSIBLE MONITORING

Records which support the LEA's billing for excess cost should be kept on file for at least five years following the service year by the LEA. These records should include the information that led to the calculations for annual per pupil costs in excess of the cost of educating other students within the LEA.

3. DEADLINE FOR SUBMISSION OF BILLING AND PAYMENTS

Applications for excess cost recovery submitted to DESE must be postmarked by October 1, of the year following educational services. Depending on appropriations, payments may be prorated.

APPENDIX A

Appendix A

STUDENT QUALIFICATION STANDARDS FOR THE SEVERE DISABILITIES SERVICES FUND

The following are the standards to be used by SSSH to determine a student's eligibility for the Fund.

A. Review of Evaluation Report

1. The evaluation report must reflect that the student has significant cognitive deficits as evidenced by one of the two methods described below:

The student obtains scores falling four or more standard deviations below the mean on standardized measures of cognitive ability and shows commensurate deficits in at least two areas of adaptive functioning.

OR

The student is not able to respond to any standardized measure of cognitive ability due to a combination of sensory and/or motor impairments, but diagnostic information indicates significant deficits in intellectual and adaptive behavior skills, and the student requires pervasive supports across all life areas, as defined by the American Association for Mental Retardation (AAMR) classifications system.

2. The identification results from comprehensive evaluation that is consistent with the procedures outlined in Regulation III.3 of the Missouri State Plan for Special Education: Implementing Part B of the Individuals with Disabilities Education Act.

B. Review of the IEP

1. The IEP reflects a student whose educational needs are not academic but functional in nature and commensurate with the student's abilities as reported in the evaluation report.
2. The IEP reflects the program modifications and/or supports that the district has utilized to ensure the student's success in their program.

APPENDIX B

Application Form

Severe Disabilities Services Fund

This form is to be used by a serving school district to make application to determine if a student may qualify for the Division of Special Education's Severe Disabilities Service Fund. Please refer to the Special Funds Manual from the Division of Special Education for further instructions on making application. Note: This is not the method to be used to seek an eligibility determination for a student for services by the State Schools for Severely Handicapped.

Send to:	DESE DATE RECEIVED
Division of Special Education, Funds Management Dept. of Elementary & Secondary Education Attn: SDSF Administrator P.O. Box 480 Jefferson City, MO 65102-0480	

In order to be processed, an application must be completed in full and be accompanied by the following current documents and related attachments, if any.

- Student's current IEP,
- Diagnostic summary and
- Evaluation plan

Incomplete applications will be returned without action

Student Name	
Date of Birth	Gender
Social Security Number	
Serving School District	
Serving LEA Contact Person	
Position/Title	
Address	
Phone Number Fax Number	
Superintendent Signature	Date